

Citronelle High School

Mobile County Public School System

Summer Internship Job Description

Summer 2023

Organization: Citronelle Police Department

Location: 19135 S. Main Street

Position: Laborer

Division: Police

Compensation: \$11/hour

Number of Openings:1

Start Date: June 5, 2022

Duration: 6 Weeks

Time Requirements: 7:00 a.m. – 4:30 p.m. M-Th

Preferred Pathway: -----

Desired GPA: -----

Job Description:

Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.); performs related work as required.

The Citronelle Police Department places great emphasis on the need for confidentiality, privacy, and personal integrity. Therefore, for a student to successfully complete an internship with a criminal justice agency, the student must be able to demonstrate high levels of maturity and integrity. Additionally, CPD interns must possess the emotional stability necessary to deal with the kind of unpleasant situations that are occasionally encountered in policing.

To facilitate good rapport with the chosen agency, interns must also have good listening and interpersonal skills.

In addition to possessing these personality traits, all CPD interns must abide by the following rules:

1. Always dress appropriately.
2. Do not use profanity, regardless of what others are doing.
3. Always be on time and do not leave early.
4. Do NOT allow yourself to be put into dangerous situations.
5. Do not become involved in gossip.
6. Ask questions and show enthusiasm.
7. Do not discuss sensitive information with non-agency people.
8. Do not become argumentative or disrespectful.
9. Be honest and forthright about any unusual situations.
10. Never, at any time, under any circumstance, carry a personal firearm during your internship assignment or while on site. Regardless of individual qualifications or certifications, intern participation is strictly in a student-only learning capacity.

DRESS CODE

Unless otherwise instructed by their supervisor, the following dress code will apply:

- Male interns shall wear dress shirts buttoned at the neck, conservative neckties, business-type trousers, and polished business or dress shoes.
- Female interns shall wear business suits, dresses, blouses, skirts, shoes, pantsuits, or dress slacks.

Qualifications:

Ability to follow oral and written instructions; ability to keep simple records; ability to deal with the public courteously and tactfully; ability to establish and maintain effective working relationships with other employees and the general public. Must possess a valid driver's license.